

# Subject: Request to Place Subscription on Hold

Dear [Subscription Service Name] Team,

I hope this message finds you well. I am writing to formally request a hold on my subscription, [Your Subscription Name/ID], due to [brief reason for holding, e.g., personal circumstances, travel plans, etc.].

My subscription details are as follows:

- Name: [Your Full Name]
- Email: [Your Email Address]
- Subscription ID: [Subscription ID]
- Current Renewal Date: [Renewal Date]

I would like to request to pause my subscription effective [Desired Start Date] until [Desired End Date]. I appreciate your assistance regarding this matter.

Thank you for your attention. Please let me know if you need any more information.

Sincerely,

[Your Name]

[Your Contact Information]